



APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Labor 130 Memorial Drive, SW Atlanta, GA 30303	Application Number 80-319	
Application Number		Date Received JUL 24 1980	Date Completed AUG 28 1980
2. Person to Contact Michael V. Lewellyn		Working Title Records Manager	Telephone Number 656-3040
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1976 Latest current		5. Records Series Title (followed by title used in office, if different) Program Cancelled checks (Department-wide Standard)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Department of Labor administers laws relating to State regulation of employment security, child labor, labor conditions and practices and administers the unemployment insurance program, operates a public employment service and special training/placement programs. The Department also collects and reports statistical economic information on Georgia labor markets.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: payment of certified claims to program participants Included are: cancelled checks for special programs, exclusive of cancelled checks for CETA on retention schedules 76-139, 76-142, 76-143, and UI checks on 73-536 This schedule includes Manpower Development and Training checks, Trade Readjustment Act (TRA) checks, Work Incentive (WIN), Special programs which are initiated and paid under the Special Program Payment Unit, ie, Disaster Unemployment Assistance (DUA), Model Cities, and voided checks from CETA or Unemployment Insurance (UI). This is not an inclusive list and others may be added when the volume of records does not warrant a functional office to administer the payment of a new category of benefits. File is arranged: chronologically by date of payment. thereunder by check number			
8. Monthly Reference Rate One to six months old <u>very active</u> seven to twelve months old _____ thirteen to twenty-four months old <u>inactive</u> twenty-five months and older <u>infrequent</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
✓		a. Is this the official copy of the series? If not, where is it?
X	✓	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation?
X	✓	c. Is this a vital record?
	✓	d. Does this series have historical or long term research value?
	✓	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	✓	f. Is the information contained in this series ever published? If yes, attach copy.
	✓	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	✓	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	✓	i. Is this series (or a major portion of it) regularly microfilmed?
X	✓	j. Does the record series result in a computer printout? Check Register files, Common 332

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>4</u> years. | d. Audit period | <u>4</u> years. |
| b. Statute of limitation | <u>4</u> years. | e. Administrative need | <u>1</u> years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Current administrative use: one year

Audit review and legal use: three additional years

See 1979 Federal Retention Requirements, p. 37, Items 5.7-5.10

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Retain in current files area one year, transfer to State Records Center, retain for three years, destroy after resolution of federal audit questions.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ray E. Hollingsworth</i>	7/18/80	<i>William B. Gibson</i>	7/11/80
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<i>Walter B. Moore</i>	7/23/80	<i>Mike Gindler</i>	7/11/80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee
	<i>[Signature]</i>	<i>Carroll Hart</i>	<i>Matthew</i>